

Community Work Program 2020-2024



ID	Description of Activity	Timeframe							Responsible Party	Estimated Cost	Potential Funding Source*
		2019	2019 Accomplishments	2020	2021	2022	2023	2024			
*Funding is subject to annual budget allocation by Mayor and Council, potential bond issuance, and the availability of funding from federal and state grants.											
LAND USE											
1.1.	Further Brookhaven as a walkable and bikeable community.										
1.1.1.	Implement recommendations for new parks, trail systems and improvements to existing parks identified in the Parks and Recreation Master Plan.	X	Underway	X	X	X			Parks and Recreation	See Parks and Rec. Master Plan	Gen Fund/ Grants/ User Fees/ Bonds
1.1.2.	Implement recommendations of the Comprehensive Transportation Plan that promotes walkability and bikeability.	X	Underway	X	X				Community Devt, Public Works, Parks and Rec.	See CTP	Gen Fund/ other sources identified
1.1.3.	Identify opportunities to promote neighborhood commercial centers in targeted areas through incentives or other mechanisms.	X	Ongoing	X					City Manager, Devt Authority	Staff	Gen Fund
1.1.4.	Achieve Bicycle-Friendly Community Status as recognized by the League of American Bicyclists within the next five years.		Not Started	X	X	X	X	X	Community Devt	Staff	Gen Fund
1.2.	Review tree ordinance (ensure appropriate protection).										
1.2.1.	Review the tree ordinance to ensure that it is working effectively and amend the ordinance, if necessary. Include alternative planting standards (e.g. large planters in public places and parking structures).		Not Started	X					Community Devt	\$15,000	Gen Fund
1.3.	Address visual clutter in the community.										
1.3.1.	Continue Code Enforcement efforts.	X	Ongoing	X	X	X	X	X	Community Devt	Staff	N/A
1.3.2.	Review and amend sign ordinance as needed.	X	Ongoing		X		X		Community Devt, Legal	\$25,000	Gen Fund
1.4.	Further health and exercise in the community through supportive infrastructure and design.										
1.4.1.	Consider the adoption of the Ashford Dunwoody Master Active Living Plan and amend the PC zoning district as appropriate.	X	Underway	X					Community Devt	Staff	Gen Fund
1.4.2.	Consider recommendations of the Master Active Living Plans for the Ashford Dunwoody Study Area and the Buford Highway Corridor Study Area.	X	Underway	X					Community Devt	\$50,000	Gen Fund
1.4.3.	Pursue Healthy Communities designation by CDC or other entity (Requires further research by planning team)	X	Not Started	X	X				Community Devt	Staff	Gen Fund
1.4.4.	Identify locations for community gardens.	X	Underway	X	X	X			Parks and Rec.	Staff	Gen Fund
1.4.5.	Implement a community garden program.	X	Underway	X	X				Parks and Rec.	\$15,000	Gen Fund
1.5.	Continue planning efforts that refine and implement the vision and recommendations of the Comprehensive Plan 2034 document and the Character Area Study.										
1.5.1.	Investigate possibility of establishing design guidelines for Blackburn Park Neighborhood Center.	X	Underway	X					Community Devt	\$25,000	Gen Fund
1.5.2.	Investigate possibility of establishing design guidelines for Clairmont Road.	X	Underway						Community Devt	\$24,500	Gen Fund
1.5.3.	Review sidewalk ordinance and ability to waive/vary standards in consideration of trees and other existing site features.	X	Underway						Community Devt	Staff	Gen Fund
1.5.4.	Develop Special Area Plans for targeted nodes and corridors of the city.		Not Started	X	X	X			Community Devt	\$100,000	Gen Fund

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1.5.5.	Review Zoning Ordinance to determine if infill housing requirements are needed.		Not Started	X					Community Devt	Staff	Gen Fund
1.5.6.	Review Zoning Ordinance to determine if additional pedestrian safety measures should be included in development regulations.		Not Started	X					Community Devt	Staff	Gen Fund
1.5.7.	Ensure pedestrian safety and multimodal options continue to be provided through implementation of the Comprehensive Transportation Plan and Bicycle, Pedestrian, and Trail Plan.	X	Ongoing	X	X	X	X	X	Public Works, Community Devt	Staff	Gen Fund
1.5.8.	Consider soundproofing standards for new developments near the Peachtree-DeKalb Airport and ensure compatible development in the area.		Not Started	X					Community Devt	Staff	Gen Fund
1.5.9.	Ensure pedestrian safety and multimodal options continue to be provided through implementation of the Comprehensive Transportation Plan and Bicycle, Pedestrian, and Trail Plan.	X	Ongoing	X	X	X	X	X	Public Works, Community Devt	Staff	Gen Fund
1.5.10	Develop separate character area for annexation area south of I-85.		Not Started	X					Community Devt	Staff	Gen Fund
1.5.11	Review land development and subdivisions code to ensure alignment with comprehensive plan policies and recommendations.	X	Underway						Community Devt	Staff	Gen Fund
1.6	Install a bicycle and pedestrian bridge connection through the Brookhaven MARTA station across Peachtree Road.										
1.6.1	Discuss as MARTA TOD project is considered.		Not Started						City Manager, Mayor and Council	TBD	Multiple sources
COMMUNITY FACILITIES AND RESOURCES											
2.1.	Preserve the city's tree canopy.										
2.1.1	See 1.2.1.		Not Started	X					Community Devt	Staff	Gen Fund
2.2.	Stormwater management - evaluate existing program to ensure sufficient capacity to meet needs.										
2.2.2.	Review City's adopted stormwater management ordinances and update to reflect recommendations of the Metropolitan North Georgia Water Planning District 2017 Water Resources Management Plan.	X	Ongoing	X					Community Devt, Public Works, Legal	Staff	Gen Fund
2.2.3.	Explore conversion of 100 year flood FEMA sites and other vacant lands to stormwater management facilities.	X	Ongoing						Public Works	Staff	General Fund/ GEFA/ Stormwater Utility fees
2.3.	Identify infrastructure and utility capacity improvements (water and sanitary sewer) needed to support Future Land Use Plan.										
2.3.1.	Collaborate with DeKalb County regarding water and sewer capacity needs to meet City's Future Land Use Plan, as laid out by the Character Area Map and defining narrative.	X	Ongoing	X					Community Devt, Public Works	Staff	Gen Fund
2.4.	Leverage city's creek system for greater access by community, while protecting their long-term health and viability.										
2.4.1.	Implement recommendations of City's Parks and Recreation Master Plan.	X	Underway	X	X	X	X		Parks and Rec.	See PRMP	Park Bond
2.4.2.	Evaluate stream bank restoration on park property.	X	Underway	X	X				Parks and Recreation	TBD	Gen Fund, Stormwater Utility Fees, Grants

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2.4.3.	Deploy stream bank restoration.	X	Underway	X	X				Parks and Recreation	TBD	Gen Fund/ Stormwater Utility fees/ Grants
2.5.	Establish a Town Center.										
2.5.1.	Determine components and needs of a Town Center.		Ongoing						City Manager, Mayor and Council	Staff	Gen Fund
2.5.2.	Undertake a Master Plan to explore strategic location and desirable attributes of Brookhaven's long-term City Hall and civic area needs.		Ongoing						City Manager, Mayor and Council	\$75,000	Gen Fund
2.5.3.	Explore/inventory available sites.		Ongoing						City Manager, Mayor and Council	TBD	Gen Fund
2.5.4.	Begin process to secure sites for Civic/City Center.		Ongoing						City Manager, Mayor and Council	TBD	Gen Fund
2.6.	Improve coordination with DeKalb County Schools or consider development of a charter school system.										
2.6.1	Develop a coordination program or memorandum of understanding (MOU) with school boards or system personnel to share information on school siting, forecasts, joint use of facilities, infrastructure plans, bus routes, and safe routes to school.	X	Underway	X	X	X	X	X	City Manager, Parks and Rec., Community Devt, Public Works, Mayor and Council, Legal	Staff	TBD
2.7.	Document historic resources.										
2.7.1.	Undertake a historic and archeological resource survey (including cemeteries)		Not Started	X					Community Devt	\$25,000	Gen Fund/ Grants
2.7.2.	Develop historic guidelines for identified resources.		Not Started	X					Community Devt	\$100,000	Gen Fund/ Grants
2.8.	Ensure access to emergency services.										
2.8.1	Evaluate ability to maintain emergency services.	X	Ongoing	X	X	X	X		City Manager, Police, DeKalb County	Staff	Gen Fund
2.8.2.	Implement related recommendations of Comprehensive Transportation Plan.	X	Ongoing	X	X	X	X	X	Public Works, Community Devt	See CTP	Gen Fund/ Grants and aid
2.8.3	Construct new public safety building.	X	Underway	X					City Manager, Police, Public Works	\$12 million	SPLOST
2.8.4	Implement security camera and license plate reader program as part of park plan development including the greenway.	X	Underway	X	X				Police, Parks and Rec.	TBD	Park Bond
ECONOMIC DEVELOPMENT											

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		2019	2019 Accomplishments	2020	2021	2022	2023	2024				
3.1.	Continue to enhance, diversify, and attract business establishments and unique restaurants.											
3.1.1.	Inventory current local service establishments and determine if additional services are needed.	X	Ongoing	X						City Manager, Devt Authority	Staff	Gen Fund
3.1.1.a.	Create a citywide Economic Development Plan and Market Strategy.	X	Underway							City Manager, Devt Authority	\$50,000	Gen Fund/ Tourism
3.2.	Identify opportunities for community festivals and events.											
3.2.2.	Promote and advance these events as a platform to celebrate the various cultures represented within the city.	X	Ongoing	X	X	X	X	X		City Manager, Tourism Office	Convention & Visitors Bureau Budget	Gen Fund/ Tourism/ Grants
3.2.3.	Utilize these events to provide an avenue for local business promotion. An event like "Taste of Brookhaven" could highlight the unique restaurants and catering services in town.	X	Ongoing	X	X	X	X	X		City Manager, Tourism Office	Convention & Visitors Bureau Budget	Gen Fund/ Tourism/ Grants
3.3.	Use the Buford Highway Economic Development Strategy to drive development of a citywide Economic Development Strategy.											
3.3.3.	Evaluate economic opportunities in proximity to the DeKalb- Peachtree Airport (PDK).	X	Underway	X						City Manager, Devt Authority	City Manager/ Devt Authority	Gen Fund/ Devt Authority/ Tourism/ Grants
3.4.	Establish additional incentives to encourage sustainable development in the city.											
3.4.1.	Identify impactful incentives that align with economic development goals once they have been established in the citywide Economic Development strategy.	X	Ongoing	X	X	X	X	X		City Manager, Devt Authority	Included in cost of ED Strategy	Gen Fund/ Devt Authority/ Tourism/ Grants
3.5.	Identify ways to regularly engage business community in feedback on city needs and concerns and vice versa.											
3.5.1.	Develop a business retention and expansion program to gain feedback on needs and concerns.	X	Ongoing	X	X	X	X			City Manager	Staff	General Fund
3.5.2.	Develop and continually evaluate the criteria for business retention and expansion visits, in addition to size, and ensure the data that is collected is actionable.	X	Ongoing	X	X	X	X	X		City Manager, State Economic Devt Dept	Staff	Gen Fund/ Grants
3.5.4.	Maintain a relationship with Brookhaven businesses.	X	Ongoing	X	X	X	X			City Manager	Staff	Gen Fund
3.5.5.	Promote and operate the City's business incubation center.	X	Underway							City Manager	\$500,000	Gen Fund/ User fees/ Grants
3.6.	Leverage the Brookhaven MARTA station to encourage further desirable development along the Peachtree Corridor.											
3.6.1.	Incorporate relevant components of the Comprehensive Transportation Plan and planned transit-oriented development into Economic Development Strategy.	X	Underway	X	X					City Manager, Devt Authority	Included in cost of ED Strategy	Gen Fund/ Devt Authority
3.7.	Streamline information accessibility between economic development partners and for site selectors and prospective companies.											

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3.7.1.	Maintain and leverage a comprehensive, up-to-date database of the City's available and developable real estate portfolio.	X	Ongoing	X	X	X	X	X	City Manager, Devt Authority, IT	\$35,000/ \$10,000 annually	Devt Authority/ State Econ Devt Dept
3.8.	Ensure a well-rounded view of the city through coordinated data analysis.										
3.8.1.	Maintain data profiles for the website, provide economic- development data analytics for the City, and fulfill data requests from prospective businesses and site selectors.	X	Ongoing	X	X	X	X	X	City Manager, Community Devt, GIS	\$15,000	Gen Fund/ Grants
3.8.2.	Incorporate examination of national and metrowide best practices and peer city benchmarking into periodic City data analysis.	X	Ongoing	X	X	X	X		City Manager	Staff	Gen Fund
3.8.3.	Partner with the Brookhaven Development Authority, local business leaders, and other potential partners to align economic development goals and metrics.	X	Ongoing	X	X	X	X	X	City Manager, Devt Authority	Staff	Gen Fund
3.8.4.	Develop work program as part of the citywide Economic Development Plan.	X	Underway	X	X				City Manager, Devt Authority	Staff	Gen Fund
3.9.	Optimize efforts and resources at county and regional levels										
3.9.1.	Identify programs and funding mechanisms that the City, local business leaders, and other economic development partners can leverage within economic development initiatives.	X	Ongoing	X	X	X	X	X	City Manager, Devt Authority	Staff	Gen Fund
POPULATION											
4.1.	Complete a strategic wayfinding and branding study for the city that considers signage, lighting and landscaping unique to Brookhaven.										
4.1.1.	Complete strategic lighting and landscaping study for City Rights of Way.	X	Underway	X					City Manager, Community Devt, Public Works	Staff	Gen Fund
4.2.	Promote lifelong communities.										
4.2.1.	Complete the Atlanta Regional Commission Local Government Lifelong Communities Assessment Survey.	X	Underway	X					Community Devt	Staff	N/A
4.2.2.	Identify appropriate facilities, programs, and policies to further Brookhaven as a Lifelong Community.	X	Underway	X					Community Devt	Staff	Gen Fund
4.2.3.	Evaluate codes, services and practices to identify regulatory barriers that obstruct the support of Lifelong Communities Principles.	X	Underway	X					Community Devt	See Land Use	Gen Fund
4.3.	Promote opportunities for community members from all districts to serve on boards or committees.										
4.3.1.	Create an application process for citizens interested in serving on appointed boards and commissions.	X	Not Started						City Manager	Staff	Gen Fund
4.4.	Enhance City's communications with public.										
4.4.1.	Hold public forums, offering community members an opportunity to learn about government services.	X	Ongoing	X	X	X	X	X	City Manager, All Departments	Staff	Gen Fund
4.4.2.	Continue to provide e-newsletter option to community members as well as quarterly print newsletters to all community members.	X	Ongoing	X	X	X	X	X	Communications Dept	\$40,000	Gen Fund
4.4.3.	Create a biannual City magazine.	X	Ongoing	X	X	X	X	X	City Manager, Public Relations	\$50,000	Gen Fund/ Ad sales
4.5.	Grow the City's arts and cultural offerings.										

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4.5.1.	Develop a public art program via ordinance.	X	Underway	X	X				City Manager, Community Devt, Parks and Rec.	Staff	Gen Fund
4.5.2.	Implement a public art program.	X	Underway	X	X				City Manager, Community Devt, Parks and Rec., Public Works	TBD	Gen Fund/ Grants
4.5.3.	Identify incentives for incorporation of public art in private development; coordinate with action 1.1.1.	X	Underway	X					City Manager, Community Devt	Staff	Gen Fund
4.5.4.	Continue to promote City led or partnered activities and events.	X	Ongoing	X	X	X	X		City Manager, Tourism Office, Communications Dept, Public Relations	Staff	Gen Fund/ Tourism
4.6.	Provide translation services for all city services (hire Spanish speaking staff).										
4.6.1.	Coordinate with translation service providers or hire staff directly to ensure communications targeted toward non-English speaking citizens.	X	Ongoing	X	X	X	X	X	City Manager, Communications	Staff	Gen Fund
4.7.	Promote workforce development programs for citizens as needed										
4.7.1.	Link community members with program offerings from various service providers.	X	Ongoing	X	X	X	X	X	City Manager, Economic Devt	Staff	Gen Fund
HOUSING											
5.1.	Preserve safe and affordable housing in the community.										
5.1.1.	As multi-family housing redevelops in community, provide incentives for providing affordable housing as a percentage of units.	X	Underway	X	X	X	X	X	City Manager, Community Devt, Devt Authority	See Land Use	Gen Fund
5.1.2.	Continue code enforcement efforts related to housing.	X	Ongoing	X	X	X	X	X	Community Devt	Staff	Gen Fund
5.1.2.a.	Add additional code enforcement as necessary.		Not Started						Community Devt	\$100,000	Gen Fund
5.1.2.b.	Cross-train police officers for code enforcement needs (after hours).	X	Ongoing	X	X	X	X	X	Community Devt, Police	Staff	Gen Fund
5.1.3.	Continue Police Department's Crime Free Housing Program/Addition of Video Monitoring and License Plate Readers throughout City	X	Ongoing	X	X	X	X	X	Police	TBD	Gen Fund/ Grants
5.2.	Work with DeKalb County to target HUD funding for improvement and preservation of affordable housing in city.										
5.2.2.	Conduct interior apartment audit program per ordinance.	X	Ongoing	X	X	X	X	X	Community Devt	\$50,000 annually	Gen Fund/ CDBG